

NorthNet Library System Delivery Guidelines as of 03/20/2012

NorthNet members can send materials to the following regions:

Library System	Delivery Method
NSCLS	UPS
NBCLS	Sprint Courier
MVLS	BeavEx Courier
49-99 Library System	UPS
BALIS	UPS
MOBAC	UPS
Peninsula Library System	UPS
Silicon Valley Library System	UPS
San Joaquin Library System	UPS

The routing slips for each system listed above can be found at www.northnetlibs.org under the ILL & Delivery menu. Your library is responsible for printing out any routing slips. Please note that the color of paper that the slips should be printed on is noted on the website. ***It is imperative that the routing slips be copied on the correct color paper as this is what the couriers use to sort the books.***

Here are the delivery guidelines for shipping ILL materials to the various systems:

Courier Buckets/Sprint Delivery

If you are shipping to the following NLS libraries, you may place your ILL items in the courier buckets for delivery:

NBCLS - North Bay Region

Using the NBCLS **yellow routing slip**, you can send ILL materials to libraries in this region through the courier.

Public Libraries in the North Bay Region

- Belvedere-Tiburon Public Library
- Benicia Public Library
- Dixon Public Library
- Lake County Library
- Larkspur Public Library
- Marin County Library
- Mendocino County Library
- Mill Valley Public Library
- Napa City-County Library
- St. Helena Public Library

- San Anselmo Public Library
- San Rafael Public Library
- Sausalito Public Library
- Solano County Library
- Sonoma County Library

Academic Libraries in the North Bay Region

- Napa Valley College
- Santa Rosa Junior College
- Solano Community College

MVLS - Mountain Valley Region

Using the MVLS **green routing slip**, you can send ILL materials to libraries in this region through the courier.

Public Libraries in the Mountain Valley Region

- Colusa County Library
- El Dorado County Library
- Folsom Public Library
- Lincoln Public Library
- Nevada County Library
- Placer County Library
- Roseville Public Library
- Sacramento Public Library
- Sutter County Library
- Woodland Public Library
- Yolo County Library
- Yuba County Library

Academic Libraries in the Mountain Valley Region

- California State Library
- CSU Sacramento
- Sacramento County Public Law Library
- UC Davis

UPS

MVLS - Mountain Valley Region

The following MVLS libraries must have their items sent via UPS:

- Alpine County Library – Markleeville Main
- Alpine County Library - Bear Valley Branch

- Mono County Library – all branches except Mammoth Lakes
- Mono County Library – Mammoth Lakes Branch

Other Systems

Please send materials for the following systems to NLS Headquarters, where we will prepare and ship them via UPS:

- 49-99 Library System
- BALIS
- MOBAC
- PLS (Peninsula Library System)
- SVLS (Silicon Valley Library System)
- SJVLS (San Joaquin Valley Library System)

NSCLS - North State Region

MVLS and NBCLS libraries: please use your campus ship account when sending any ILL materials to the libraries in North State Cooperative Library System. **Using your UPS Campus Ship account, please send/return the materials to that specific library.** You do not need to use a routing slip when sending materials via UPS. ***Do not place them in the Sprint Courier bins for delivery to NLS Headquarters as this will add extra delivery time for your materials.***

Public Libraries in North State Region

- Butte County
- Del Norte County Library
- Humboldt County Library
- Lassen Library District
- Modoc County Library
- Orland Free County Library
- Plumas County Library
- Shasta Public Libraries
- Siskiyou County Library
- Tehama County Library
- Trinity County Library
- Willows Public Library

Academic Libraries in North State Region

If you need to return materials to any of the NSCLS academic libraries, please contact their ILL staff person to find out how they would like their books returned. NLS will not pay for books to be shipped via UPS to any of the following academic libraries in North State.

- Butte College

- CSU, Chico
- College of the Redwoods – Crescent City or Eureka
- College of the Siskiyous
- Feather River College
- Humboldt State
- Lassen College
- Shasta College
- Simpson University

Each NBCLS and MVLS library has a UPS Campus Ship account set up for them to use for sending ILL materials within the state of California; do not use the UPS campus ship account for delivery out of state or to your own library branches.

North State member libraries will send ILL materials via the US Postal Service.

UPS CAMPUS SHIP INSTRUCTIONS

Campus Ship – library log in and password

Please contact Kim Collins kim@northnetlibs.org for your library's log in information.

The URL for UPS campus ship is: <https://www.campusship.ups.com/login/northbaycoop>

How to ship a package using Campus Ship

Step 1: Log In

Step 2: Address Information

Click on the **Corporate Address Book** link and enter the name of the library you want to ship to in the search box and click SEARCH. The library will appear at the bottom of the window. Select the library.

If the library you need is not in the corporate address book, then click on the **Enter New Address** link, enter and save the address. The new address will then be stored in your own **MY UPS ADDRESS BOOK** and will be available for future shipments.

Step 3: Packaging

Select **My Packaging** from the drop-down menu

Step 4: Package Weight

Enter the weight of the package in whole numbers; always rounding up. For example, if a package is 4.5 lbs, you will enter 5.

Step 5: Print Label(s) and Receipt

Click on the **VIEW/PRINT** button

Step 6: Print

Click on the **PRINT** button to print your label. Attach the label to your package.

NLS will monitor and pay the UPS bills. You no longer need to send shipping receipts and/or logs to NLS headquarters for the bill reconciliation.